

REQUIREMENT FOR RECORDS RETENTION SCHEDULE
To be Submitted to the Records Management Division
Hall of Records CommissionSCHEDULE
NO. C-252PAGE
NO. 1Requesting Agency
MONTGOMERY COUNTY, Dept. of Police Protection2. Division or Bureau of Requesting Agency
Justices of the Peace

3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.☒ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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1 JUSTICE OF THE PEACE RECORDS - ACCOUNTING RECORDS

Each Justice of the Peace maintains his own records. When collaterals are received, the Justice of the Peace places summons (ticket) into the cash register, which stamps on the summons (ticket) the amount paid, issues a receipt for the person paying, records ticket number and date paid on the tape, which is his daily record.

A daily cash sheet is prepared in triplicate each day and shows all collaterals received that day returnable to the Clerk of the People's Court. The original and one copy are sent with the summonses (tickets) taken in for the day, to the Clerk of the People's Court and one copy is retained by the Justice of the Peace. Daily returns of monies are deposited in the bank with triplicate deposit slips, one kept by the bank, one to the Clerk of the People's Court, and the third retained by the Justice.

Returns from Meter Violation Notices are processed through the cash register in the same manner as other tickets.

In addition to the tapes and receipts kept by the Justice of the Peace, some keep a daily ledger showing the amount taken in each case, ticket number and date received. Monies for meter tickets are deposited in the Montgomery County account with three deposit slips, one kept by the bank, one forwarded to the Department of Finance, and one retained by the Justice.

The recommendation below applies to all receipt copies, tapes, and deposit slips in the custody of the Justice of the Peace or the Clerk of the People's Court.

(continued)

7. Agency, Division or Bureau Representative

James S. McCulliffe *Superintendent of Police* *9/3/64*
Signature Title Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

9/9/64 *Morris S. Staloff* *Andrew H. H. H.*
Date Archivist Secretary

REST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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1 (cont.)	RECOMMENDATION: RETAIN FOR THREE YEARS, OR UNTIL ALL AUDIT REQUIREMENTS HAVE BEEN MET, WHICHEVER IS LATER, THEN DESTROY.	
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